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Fort Belvoir Community Hospital

Employee Transition Toolkit

Walter Reed Army Medical Center
to
Fort Belvoir Community Hospital

July 2011

<http://www.capmed.mil/toolkits>

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Dear Transitioning Employee,


We are excited to have you join the new Fort Belvoir Community Hospital (FBCH). This Employee Transition Toolkit has been developed to help make your transition smooth and successful. It answers commonly asked questions and provides helpful information about the hospital. In the first section, you will find Transition Employee Steps, spanning across four phases. The steps describe your role in each phase, provide links to specific resources, and identify the relevant point of contact. Please use these steps to track your progress throughout the transition.

You will also find a list of actions to take within your first 30 Days (August – September), information covering the transition (e.g., helpful tips for the transition), and pertinent information for your first day at FBCH.

Below are a few key principles that will help you in your transition to your new location:

- **Ask Questions** – If you have questions regarding the transition process, be sure to ask your Supervisor or local Human Resources Office. It is important to have all of your transition duties complete, on time, to ensure no or minimal disruption to your work at FBCH. And if a Buddy is assigned to you for your first day, please take advantage of this valuable resource. Your Buddy and peers will help you understand how things get done in your department and help you make valuable contacts. Ask your Buddy and peers any questions you have regarding job experiences, administrative resources, culture, team involvement, or any other issues.
- **Be Proactive** – Take the initiative to get to know your Supervisor and colleagues in your first few weeks. As you see the organization with new eyes, I encourage you to bring observations and experiences forward to your Supervisor.
- **Take Responsibility** – Identify activities, opportunities, and experiences you think would help you acclimate to FBCH. If you're uncertain, you can discuss these with your Buddy or peers. Ultimately the quality of your experience depends upon your own interest and involvement.

Again, we are thrilled to have you join the new Fort Belvoir Community Hospital. There is strength in unity and strength in diversity; we will build this historic facility together.



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Transition Steps

Phase I: Background Investigation (Steps 1 – 2)**Now – July**

<u>Step</u>	<u>Transition Activities & FAQs</u>
Step 1 – Report to the PSO for your security appointment	<p>Many Walter Reed Army Medical Center (WRAMC) employees will be required to have a background investigation initiated prior to reporting to the Fort Belvoir Community Hospital (FBCH). If you do require a background investigation, your Department Administrator will contact you with the details of your Personnel Security Office (PSO) appointment.</p> <ul style="list-style-type: none"> • Confirm your availability to attend your scheduled appointment and follow up as needed. • All PSO appointments will be held in at WRAMC in Building 11, Delano Hall, Room 1-96. • Report at the scheduled date and time with the following documents: <ul style="list-style-type: none"> ○ Civilians and Contractors: Federal Employment (OF306), Personnel Security Investigation (PSI) Initiation Form, current resume, and proof of citizenship (i.e., birth certificate, passport, or certificate of naturalization). ○ Military: PSI Initiation Form and proof of citizenship (i.e. birth certificate, passport, or certificate of naturalization). <p><i>You must report to your security appointment with all of the aforementioned documents; otherwise you will have to reschedule your appointment.</i></p> <p>Q1: Do all employees need to have a background investigation conducted? No. Only those employees without the proper background investigation level will need to have a background investigation initiated prior to in-processing into their new duty station. <i>Employees that do not need a background investigation can skip Steps 1 and 2.</i></p> <p>Q2: What if my Department Administrator does not contact me about a background investigation? If you do not hear from your Department Administrator, please check with him/her to ensure you do not need to have a background investigation initiated.</p> <p>Q3: Where can I locate the required paperwork? The OF306 can be accessed on the OPM website at http://www.opm.gov/forms/html/of.asp. The PSI Initiation Form is located in Appendix A of this document.</p> <p>Q4: Why is the background investigation necessary? I am already performing this work at WRAMC. It is a requirement for all employees reporting to FBCH to have the following background investigations:</p> <ul style="list-style-type: none"> ○ Civilian: Access National Agency Check and Inquiries (ANACI) ○ Military/Contractor: National Agency Check with Local Agency Checks and Credit Check (NACLC) <p>It is of the <u>utmost importance</u> to complete this step, as required. If you do not have a background investigation initiated prior to leaving WRAMC, you may <u>not</u> have the ability to access computer systems at FBCH.</p>



Phase I: Background Investigation (Steps 1 – 2)
Now – July

<u>Step</u>	<u>Transition Activities & FAQs</u>
Step 2 - Complete SF86 questionnaire online	<p>Within 14 calendar days of your PSO appointment, you will receive an email notification from the Personnel Security Investigation Portal (PSIP) Center of Excellence.</p> <ul style="list-style-type: none"> • The email notification will provide a link to the online SF86 form. • You will have <u>five (5) calendar days</u> to complete the online SF86 form. • If you do complete the SF86 within 5 calendar days, you will receive an email from PSIP verifying receipt of the completed SF86. • If you do not complete the SF86 within 5 calendar days, the link resets and you must contact the PSO office immediately (202-782-3959/1129). • You may call the PSO at 202-782-0824 (Mr. Dan Barry/SGT James Rutherford) to check your investigation status after the 5-7 business day waiting period. <p>WRAMC Security Manager Contact Information:</p> <ul style="list-style-type: none"> ✓ Mr. Dan Barry/SGT James Rutherford (primary POC) at 202-782-0824 ✓ Mr. Ronald Wright (Security Manager) at 202-782-3959 ✓ Mrs. Marva McCombs (Security Manager) at 202-782-1129



Phase II: Paperwork & CAC (Steps 3 – 5)

May – July

<u>Step</u>	<u>Transition Activities & FAQs</u>
Step 3– Receive paperwork from your Department Administrator	<p>You will receive information from your Department Administrator about how to complete the required in-processing paperwork. All paperwork is available on the following websites: https://www.bethesda.med.navy.mil/wfm and the WRAMC BRAC Integration & Transition website, https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx (click the red box “If you are relocating to FBCH”). You must have your CAC inserted into your computer to access the websites.</p> <ul style="list-style-type: none"> • You have five (5) business days to complete all paperwork after receiving instruction from your Department Administrator. • Required forms for all WRAMC Enlisted members reporting to FBCH: <ol style="list-style-type: none"> 1. Army Specific-Personnel Clothing Accountability For Army 2. Army Specific -Record Of Emergency Data DD Form 93 3. Army Specific BAQ allowance DA Form 5960, SEP 90 (Welcome Center) 4. Army Specific Medical Company New In-processing Form 5. Army Specific Personal Clothing Request Inventory for E-4 and below 6. In-process for Defense Medical Human Resource Intranet 7. In-processing Questionnaire Government Travel 8. Medical Readiness Instructions (Occ Health) 9. Personnel Security I.D. In-Processing form 10. PTM&S Form 11. DDF2005 • Required forms for all WRAMC Officers reporting to FBCH: <ol style="list-style-type: none"> 1. Army Specific-Personnel Clothing Accountability For Army 2. PTM&S Form 3. Army Specific -Record Of Emergency Data DD Form 93 4. Army Specific BAQ allowance DA Form 5960, SEP 90 (Welcome Center) 5. Army Specific Medical Company New In-processing Form 6. DDF2005 7. In-process for Defense Medical Human Resource Intranet 8. In-processing Questionnaire Government Travel 9. Medical Readiness Instructions 10. Personnel Security I.D. In-Processing form • Required forms for all WRAMC Civilian employees reporting to FBCH: <ol style="list-style-type: none"> 1. DDF2005 2. PTM&S Form 3. Direct Deposit FASTSTART Form 2231 (<i>optional</i>) 4. FORM VA-4 Commonwealth of VA Dept of Taxation(exemption worksheet) 5. In-process for Defense Medical Human Resource Intranet 6. In-processing Questionnaire Government Travel 7. Medical Readiness Instructions 8. Personnel Security I.D. In-Processing form



Phase II: Paperwork & CAC (Steps 3 – 5)

May – July

Step	Transition Activities & FAQs
Step 3– Continued	<ul style="list-style-type: none"> Required forms for all WRAMC Contractor employees reporting to FBCH: <ol style="list-style-type: none"> DDF2005 In-process for Defense Medical Human Resource Intranet Personnel Security I.D. In-processing form PTM&S Form
Step 4 – Complete all in-processing paperwork	<p>Within 5 business days complete and submit all paperwork <u>to your Department Administrator</u>.</p> <ul style="list-style-type: none"> All forms must be typed or completed in black ink. Complete all forms in their entirety before submitting the paperwork to your Department Administrator. <p>Q1: I am currently working at FBCH and have a FBCH badge and email address. Do I still need to fill out the in-processing paperwork? Yes. If you are still a WRAMC employee, despite the fact that you are currently working at FBCH, you must fill out all in-processing paperwork. It is imperative that the paperwork is completed to ensure your successful transition to FBCH.</p> <p>Q2: Where can I access the in-Processing Paperwork?</p> <ul style="list-style-type: none"> Department Administrator https://www.bethesda.med.navy.mil/wfm https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx <p>Q3: Who do I contact if I have questions about the paperwork?</p> <ul style="list-style-type: none"> Your Department Administrator Your Supervisor
<i>Civilians only</i> Step 5 – Report to building 11 for your CAC appointment	<p>All <u>civilian</u> employees need to receive a new DoD CAC; <i>service specific CACs (for civilian employees only) will not be useable after 14 August 2011.</i></p> <ul style="list-style-type: none"> Civilian employees will receive a CAC appointment (date and time) from their Department Administrator (please check with your administrator). All CAC appointments are held in WRAMC Building 11, Delano Hall, Room 1-94. You must bring two forms of identification. One of these must be your current CAC; the second form of ID can be one of the following: <ul style="list-style-type: none"> Valid Driver's License (unexpired) Social Security Card Voter Registration Card Birth Certificate Valid Passport (unexpired) Valid Student ID (unexpired) <u>Names must match exactly</u> on both forms of identification used, with the birth certificate being the only exception. You will be fingerprinted during this appointment to be processed for a new CAC. The new DoD CAC will be issued by the hospital's designated custodians at a later time, before 14 August 2011. More specific details will be provided.



Phase III: Out-Processing from WRAMC (Steps 6 - 11)**July - August**

<u>Step</u>	<u>Transition Activities & FAQs</u>
<i>If you are a military member, follow steps 6-11</i> <i>If you are a civilian employee, follow steps 7-11</i>	
Military only Step 6 - Report to Building 41 for out-processing	<ul style="list-style-type: none"> • Military out-processing will take place in WRAMC Building 41. Military members will receive out-processing information from their Company; you can also check with your Deputy Commander, Department Chief, Non-Commissioned Officer in Charge (NCOIC), or WRAMC announcements for further information on out-processing. • Location and hours of operation for WRAMC Building 41 (the old Red Cross Building): <ul style="list-style-type: none"> ○ Building 41 is located across the street from the Museum ○ Operating from 11 July -22 July (2011) ○ 0600-1600, Monday-Friday; no appointment is required • During out-processing, you must: <ul style="list-style-type: none"> ○ Check in with Company orderly room clerk ○ Validate your dental readiness for Category (CAT)1 and 2 ○ Clear your account with Defense Finance and Accounting Service (DFAS) ○ Conduct a final check with the Military Personnel Division (MPD) ○ Conduct a final check with the Medical Center Brigade (MCB), S1 (Military HR) ○ Verify Hospital Transitional Orientation attendance or sign-up for training • You must bring: <ul style="list-style-type: none"> ○ CAC ○ Military ID <p>Q1: I work the night shift, so when can I report to Building 41 for out-processing? Out-processing in Building 41 will be operating from 0600-1600, Monday-Friday. If you work the night shift at WRAMC, you can report to Building 41 at 0600, or any other time between 0600 and 1600, to accommodate your schedule. Shift workers will have priority to out-process.</p> <p>Q2: I have not received my Permanent Change of Station (PCS) orders; who should I contact? A copy of your PCS orders will be provided at Building 41 when you check in.</p> <p>Q3: I am not scheduled to report to FBCH until August; should I still out-process from WRAMC in July? Yes. S1 is conducting the military out-processing early to ensure that each member has completed the requirements prior to his/her final move from WRAMC. Your <u>WRAMC garage pass</u> (if applicable) will remain active until your final move date. You will out-process <u>housing</u> (if applicable) if you are planning to move.</p> <p>Q4: If I am a CAT 3 or 4 for dental readiness, will I be cleared? Soldiers who are classified as Dental Fitness Classification (DFC) 3 or 4, according to the Medical Protection System (MEDPROS), will be asked to report to the WRAMC Dental Clinic on the 1st Floor of Building 2 for a Dental exam. Upon completion of your dental exam, your dental readiness classification will change to a DFC 1 or 2 (in accordance with MEDPROS) and your out-processing paperwork will be signed. You must deliver your signed dental paperwork to your Company representative.</p>



Phase III: Out-Processing from WRAMC (Steps 6 - 11)

July - August

<u>Step</u>	<u>Transition Activities & FAQs</u>
Step 7 - Sign up for Transitional Orientation training	<p>All WRAMC employees (military, civilian, and contractor) reporting to FBCH must sign up for the Transitional Orientation training (see page 20 for the training schedule).</p> <ul style="list-style-type: none"> • Employees may sign up by reporting to WRAMC Building 41. • Location and hours of operation for WRAMC Building 41 (the old Red Cross Building): <ul style="list-style-type: none"> ○ Building 41 is located across the street from the Museum ○ Operating from 11 July -22 July (2011) ○ 0600-1600, Monday-Friday; no appointment is required • Employees can also sign up for the Transitional Orientation training by contacting SFC Juana Fecteau at juana.fecteau@amedd.army.mil. If possible, please have your supervisor contact SFC Fecteau to sign up for training. The Transitional Orientation schedule is located on page 20.
Step 8 – Attend required hospital transitional training sessions	<ul style="list-style-type: none"> • All WRAMC employees reporting to FBCH <u>must</u> attend the following three (3) training sessions: <ul style="list-style-type: none"> ○ Staff Transitional Orientation Sessions: Provides cultural integration information and an orientation to transitioning employees (moving from WRAMC to FBCH). The sessions are held at DACH (please see page 20 for the schedule and location). See Step 7 for registration information. ○ Workspace Orientation Sessions: Provides orientation to employees in their workspace to safely perform duties. The trainings are held in your new workspace at FBCH. The dates and times for this training will be provided by your <u>new</u> supervisor at FBCH. ○ Equipment Training: Provides an orientation to the usage and requirements of the new equipment and is part of the Workspace Orientation. The trainings are held at FBCH. The dates and times for this training will be provided by your <u>new</u> supervisor at FBCH. • NOTE: Ensure you are up-to-date on your standard, mandatory training prior to transitioning from WRAMC (e.g., HIPPA, IA, Joint Commission, etc.); civilians can visit their MyBiz training page in DCPDS for outstanding training requirements. • NOTE: Ensure a current competency assessment is included in your joint training record prior to transitioning from WRAMC.
Step 9 – Have a photo taken for your new FBCH badge	<ul style="list-style-type: none"> • All WRAMC employees reporting to FBCH should have already had their badge photo taken at WRAMC by FBCH staff. If you have not had your photo taken for your new FBCH badge, you will have it taken on Day One (see Step 13, page 15). Please note you may have to take your picture twice, so please remain flexible. • Clinical employees attending the “Day In the Life” training at FBCH on the 14th and 28th of July will receive their FBCH badge at that time. • All other employees will pick up their badges at the Physical Security Department on their first work day at FBCH (see Step 13, page 15).



Phase III: Out-Processing from WRAMC (Steps 6 - 11)**July - August**

<u>Step</u>	<u>Transition Activities & FAQs</u>
Step 10 - Update Mass Transit Benefits (if applicable)	<p>Q1: What is the Mass Transit Fringe Benefit (MTFB)? Eligible staff members can receive, in addition to their current pay, up to \$230 per month for their personal commuting costs using Mass Transit. Eligible staff includes civilian and active-duty military.</p> <ul style="list-style-type: none"> • All employees must update and/or change their MTFB application 30 days before reporting to FBCH <i>(if applicable)</i>. • How to apply for the benefit: To apply for this benefit, please use the online application found here: https://mtbp.whs.mil/Participant/Welcome.aspx. To apply, you must have your CAC card inserted in your computer. If you do not have a CAC card, please follow the instructions outlined on the Washington Headquarters Services (WHS) website at: http://www.whs.mil/DFD/PSD%20Services/Applying.cfm. <p>NOTE: If you register for Mass Transit Benefits you will <u>NOT</u> be eligible to receive parking stickers for your vehicle at FBCH (see Step 13, page 15).</p>
Step 11 – Complete WRAMC check- out requirements	<p>Garage Pass</p> <ul style="list-style-type: none"> • All employees must turn in their WRAMC garage pass to the vehicle registration office. The vehicle registration office is located in Building 11 (Delano Hall), Room G-109. <p>Hardware</p> <ul style="list-style-type: none"> • All WRAMC employees reporting to FBCH will receive new hardware (i.e., blackberries, cell phones, pagers, MiFis/air cards, computers, printers, etc.) at FBCH. <p>Joint Training Record</p> <ul style="list-style-type: none"> • You must pick up your Joint Training Record from your current WRAMC supervisor prior to transitioning from WRAMC, and turn in your Joint Training Record to your FBCH Supervisor on Day One (see Step 15, page 15). If your supervisor does not change then no action is necessary. <p>Other</p> <ul style="list-style-type: none"> • For other check-out requirements (e.g., turning in keys, blackberries, etc.) please coordinate with your Department Administrator or your NCOIC.



Phase IV: Day One Requirements (Steps 12 - 15)

August

<u>Step</u>	<u>Transition Activities & FAQs</u>
Step 12 – Report to FBCH	<ul style="list-style-type: none"> Your Supervisor and/or Department Administrator will inform you of your scheduled Day One date at FBCH (please check with them). All employees must report to their new duty station at the commencement of their <u>normal working hours</u> on Day One, unless instructed otherwise. Do not assume you have limited working hours on Day One. Report to the Human Resources Department (see Step 13, page 15) upon arrival. <p>Q1: What is Day One? Day One is the date that WRAMC employees report to FBCH for their first day of work. Day One will differ across the pool of WRAMC employees and may differ within your Department. Please pay special attention to your assigned Day One date.</p> <p>Base Access</p> <ul style="list-style-type: none"> Your WRAMC vehicle decal will remain active at FBCH (you do not need to receive a new one). If your WRAMC vehicle decal is <u>expired</u> at the time you report to FBCH, or if you <u>do not have</u> a WRAMC vehicle decal, you must: <ul style="list-style-type: none"> Enter through Tulley Gate on Day One (open 24 hours – see page 25 for further information) Bring a valid Driver's License or CAC Report to the Visitor Processing Operations Center (VPOC) to receive a FBCH decal The VPOC is located at Tulley Gate and open Monday-Friday 8:00 am to 4:45 pm. You must bring: <ul style="list-style-type: none"> Proof of vehicle insurance Vehicle registration (with your name on it) Valid state driver's license VPOC contact information: (703) 806-4892 <p>Parking:</p> <ul style="list-style-type: none"> You will receive a parking sticker on Day One from the Physical Security Department (see Step 13 for further information). You will be able to park your car in Staff Parking on Day One until you receive a parking sticker. For parking options at FBCH, please see parking information on page 26. <p>Joint Training Record</p> <ul style="list-style-type: none"> Provide your FBCH supervisor with your Joint Training Record when you arrive to your new workspace at FBCH (see Step 15, page 15). If your supervisor does not change (your WRAMC supervisor is your FBCH supervisor) then no action is necessary.



Phase IV: Day One Requirements (Steps 12 - 15)
August

<u>Step</u>	<u>Transition Activities & FAQs</u>
Step 13 – Complete in- processing	<ul style="list-style-type: none"> On Day One you <u>MUST</u> report to the following three (3) Departments upon arrival: <ol style="list-style-type: none"> Human Resources (HR) to receive an initial welcoming brief and validate your employee information. Information Management to activate your email account. Physical Security to receive your FBCH badge and parking sticker. The HR and Information Management Department location and hours of operation are as follows: <ul style="list-style-type: none"> Sunrise Building, 3rd Floor, D3102 Directions: The Sunrise building is part of the new Fort Belvoir Hospital, located at 9300 DeWitt Loop (see page 30) 0800 – 1600, M-F The Physical Security Department location and hours of operation are as follows: <ul style="list-style-type: none"> Oak Building, Basement, CB510 Directions: The Oak building is part of the new Fort Belvoir Hospital, located at 9300 DeWitt Loop (see page 30) 0800-1500, M-F You must bring: <ul style="list-style-type: none"> CAC (employees without CAC need to bring a valid picture ID). If you wish to receive a parking sticker, you must bring a driver's license and a populated Parking Decal Request Form (located in Appendix B of this document). Military members must bring their PCS orders, leave paper, and signed evaluation.
Step 14 – Report to the Medical Staff Office	<ul style="list-style-type: none"> All privileged providers must report to the Medical Staff Office to finalize their transfer of privileges. All other licensed health care providers (i.e., RNs, LPNs/LVNs, etc.) must report to the Medical Staff Office to provide a copy of their state license(s). Bring a valid photo ID (i.e., CAC, FBCH badge, or driver's license) to the Medical Staff Office. The Medical Staff Office hours of operation and contact information are as follows: <ul style="list-style-type: none"> Sunrise Pavilion, 3rd Floor, S3.200 0700-1600, M-F 703-805-0342 Note: You will <u>not be able to see patients</u> until your credentials file has been updated.
Step 15 - Report to your FBCH Supervisor	<ul style="list-style-type: none"> Upon completion of your in-processing steps (listed in Steps 13 and 14), report to your FBCH supervisor immediately. If you have a newly assigned supervisor, give your supervisor your Joint Training Record.



First 30 Days Checklist

This table provides a list of recommended tasks to complete within your first 30 days at FBCH. The corresponding contacts and resources will help you accomplish these tasks, integrate with your team, and become familiar with your new work location.

Transitioning Employee Activities	
Activity	POC/Resource
Before the End of Your First Week	
<input type="checkbox"/> Meet your supervisor and new coworkers	Supervisor/co-workers
<input type="checkbox"/> Complete all in-processing requirements and paperwork	Transition Toolkit/Supervisor/ https://www.bethesda.med.navy.mil/wfm
<input type="checkbox"/> Register for childcare (if applicable)	Fort Belvoir Child and Youth Services (CYSS) at (703) 806-0791 or visit www.belvoirmwr.com/Facilities/cys
<input type="checkbox"/> Change your National Provider Identifier (NPI) address (from WRAMC address to FBCH address)	https://nppes.cms.hhs.gov Address: 9300 DeWitt Loop, Fort Belvoir, VA 22060
<input type="checkbox"/> Familiarize yourself with department rules and cultural norms (e.g., dress code, reporting structure, unwritten policies, etc.)	Supervisor/coworkers
<input type="checkbox"/> Set up office phone voicemail (if applicable)	Supervisor/Department Administrator
<input type="checkbox"/> Update Outlook contact information and set up email signature line (if applicable)	Supervisor/Department Administrator
<input type="checkbox"/> Order business cards (if applicable)	Supervisor/Department Administrator
On or Before Day 10 (within two weeks)	
<input type="checkbox"/> Meet with your Supervisor and discuss your role within the department	Supervisor
<input type="checkbox"/> Review department forms/policies/ standard operating procedures and discuss as needed	Supervisor/co-workers/department resources – hard copy and electronic
<input type="checkbox"/> Update information or register for a Defense Travel System (DTS) Travel Card (if applicable)	DTS Administrator
<input type="checkbox"/> Request an update of clinic information on the MTF website (if applicable)	Department Administrator/Web Services
<input type="checkbox"/> Review time reporting guidelines and confirm your assigned timekeeper	Supervisor
On or Before Day 30 (within first month)	
<input type="checkbox"/> Review workplace safety guidelines and assess workspace for injury prevention	Supervisor/Department safety officer
<input type="checkbox"/> Register for recommended and mandatory training courses	Supervisor/Department training coordinator
<input type="checkbox"/> Review available resources for transitioning employees developed by the MTF	Supervisor/Human Resources Liaison Office/MTF communications
<input type="checkbox"/> Take advantage of base amenities, such as the fitness center, the bowling center, and MWR tickets and events	Morale, Welfare, and Recreation Office, http://www.belvoirmwr.com





Transition Information

Helpful Tips for Your Transition

Action	Resource
1. Know the onboarding process : how to obtain an ID, computer access, parking decals	Employee Transition Toolkit
2. Participate in a Staff Transitional Orientation session	See page 20 for a training schedule of events; sign up during military out-processing from 11-22 July (see Step 7, page 12).
3. Review the Move Guidelines	WRAMC BRAC Integration page (https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx) or your unit/ward Transition Coordinator
4. Find nearby places to eat, get coffee, and run errands after work	Google map the address: Fort Belvoir Community Hospital, Fort Belvoir, VA 22060
5. Tour your new workspace and learn the routes to the most important places you need to go	Transition Coordinator
6. Meet at least two people on your new team and get to know your counterparts	Transition Coordinator
7. Familiarize yourself with each branch of Service and their respective rank insignia for officers and enlisted men and women	See pages 21 and 22 for a copy of military insignia
8. Review the BRAC website for new and/or upcoming events	WRAMC BRAC Intranet (https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx) or FBCH BRAC Intranet (http://www.belvoirnewvision.com)
9. Attend the weekly transition meetings at Bethesda in the Clark Auditorium	Dewitt Army Community Hospital Main Conference Room, Thursdays at 0700
10. Ensure your joint training record (including a recent competency assessment) is in proper order and that your trainings are up to date	Department Training Officer/Supervisor
11. Chart and learn your new chain of command	Department Training Officer/Supervisor

Managing change takes time and patience, please be flexible and bring a positive attitude during this period of transition - your patients deserve the best!



Helpful Websites

1. **DeWitt Healthcare Website** <http://www.dewitt.wramc.amedd.army.mil/default.aspx>
2. **Fort Belvoir Website** <http://www.belvoir.army.mil>
3. **Fort Belvoir BRAC Website** <http://www.belvoirnewvision.com>
4. **Belvoir Eagle** <http://www.belvoireagle.com>
5. **JTF CapMed Website** <http://www.capmed.mil>
6. **WRAMC BRAC Website**
<https://intranet.wramc.amedd.army.mil/hospital/i/Pages/WRAMCBRAC.aspx>
7. **Military Installations** <http://www.militaryinstallations.dod.mil/pls/psgprod/f?p=MI:ENTRY:0>
 - Hosts a wealth of information on FBCH including all the important phone numbers
8. **Plan My Move** <http://apps.mhf.dod.mil/pls/psgprod/f?p=MHF:RELO:0>
 - Web based application filled with resources, important articles and tips to help make your move easier
 - Provides a calendar to help you track important dates
9. **Military One Source** <http://www.militaryonesource.com/MOS.aspx>
 - Hosts other resources and consultants that can answer any question 24/7 by calling 1-800-342-9747
10. **Military Youth on the Move** <http://apps.mhf.dod.mil/pls/psgprod/f?p=MYOM:HOME:0>
 - Designed especially for military that are moving
11. **TriCare Online (Health Information):** www.tricareonline.com
12. **Morale, Welfare, and Recreation:**
 - **Fort Belvoir** <http://www.belvoirmwr.com>
 - **Military4Life** <http://www.military4life.com/mwr>
 - **Army** <http://www.armymwr.com>
 - **Navy** <http://www.mwr.navy.mil>





Staff Transitional Orientation Sessions

August-September 2011

Transitioning employees from WRAMC (active duty, civilian, and contractors) must attend the Staff Transitional Orientation Session. This program prepares new staff members to work safely in Fort Belvoir Community Hospital. The dates and times are as follows:

Date	Time(s)	Capacity	Location
August 3 rd	0730 - 1600	200	Fort Belvoir Community Center
	1200 - 2000	200	
August 16 th	0730 - 1600	200	Fort Belvoir Community Center
	1200 - 2000	200	
August 23 rd	0730 - 1600	200	Fort Belvoir Community Center
	1200 - 2000	200	
September 6 th	0730 - 1600	200	Fort Belvoir Community Center
	1200 - 2000	200	
September 14 th	0730 - 1600	200	Fort Belvoir Community Center
	1200 - 2000	200	

All employees can sign up for a Staff Transitional Orientation Session in Building 41 from 11-22 July (see Step 7, page 12). Otherwise, the employee (or his/her supervisor) needs to contact SFC Juana Fecteau at juana.fecteau@amedd.army.mil to sign up. Employees will be assigned either the morning (0730-1600) or afternoon (1200-2000) session.































































All sessions will be held at the Fort Belvoir Community Center:

- ✓ Address: Building 1200, 10300 Taylor Rd, Fort Belvoir, VA 22060
- ✓ Contact Information: (703) 805-3714
- ✓ Directions: Off Belvoir Rd near Pence Gate

Additional sessions will be added as needed.











































Military Insignia

Pay Grade	U.S. Army		U.S. Air Force		U.S. Navy		U.S. Marines	
	Title	Insignia	Title	Insignia	Title	Insignia	Title	Insignia
E-1	Private (PV1)		Airman Basic (AB)		Seaman Recruit (SR)		Private (Pvt)	
E-2	Private 2 (PV2)		Airman (Amn)		Seaman Apprentice (SA)		Private First Class (Pfc)	
E-3	Private First Class (PFC)		Airman First Class (A1C)		Seaman (SN)		Lance Corporal (LCpl)	
E-4	Specialist (SPC)		Senior Airman (SrA)		Petty Officer 3rd Class (P03)		Corporal (Cpl)	
	Corporal (CPL)		or Sergeant (Sgt)					
E-5	Sergeant (SGT)		Staff Sergeant (SSgt)		Petty Officer 2nd Class (P02)		Sergeant (Sgt)	
E-6	Staff Sergeant (SSG)		Technical Sergeant (TSgt)		Petty Officer 1st Class (P01)		Staff Sergeant (SSgt)	
E-7	Sergeant First Class (SFC)		Master Sergeant (MSgt)		Chief Petty Officer (CPO)		Gunnery Sergeant (GySgt)	
E-8	Master Sergeant (MSG)		Senior Master Sergeant (SMSgt)		Senior Chief Petty Officer (SCPO)		Master Sergeant (MSgt)	
	First Sergeant (1SG)		First Sergeant (1stSgt)				First Sergeant (1stSgt)	
E-9	Sergeant Major (SGM)		Chief Master Sergeant (CMSgt)		Master Chief Petty Officer (MCPO)		Master Gunnery Sergeant (MGySgt)	
	Command Sergeant Major (CSM)		First Sergeant (1stSgt)				Sergeant Major (SgtMaj)	
E-9 Special	Sergeant Major of the Army (SMA)		Chief Master Sergeant of the Air Force (CMSAF))		Master Chief Petty Officer of the Navy (MCPON)		Sergeant Major of the Marine Corps (SMMC)	
W-1	Warrant Officer One (W01)		(None)		(None)		Warrant Officer One	
W-2	Chief Warrant Officer Two (CW2)		(None)		Chief Warrant Officer (CW02)		Warrant Officer 2	
W-3	Chief Warrant Officer Three (CW3)		(None)		Chief Warrant Officer (CW03)		Warrant Officer Three (CW03)	
W-4	Chief Warrant Officer Four (CW4)		(None)		Chief Warrant Officer (CW04)		Warrant Officer Four	
W-5	Master Warrant Officer Five (CW5)		(None)		Chief Warrant Officer (CW05)		Warrant Officer Five (CW05)	



Military Insignia

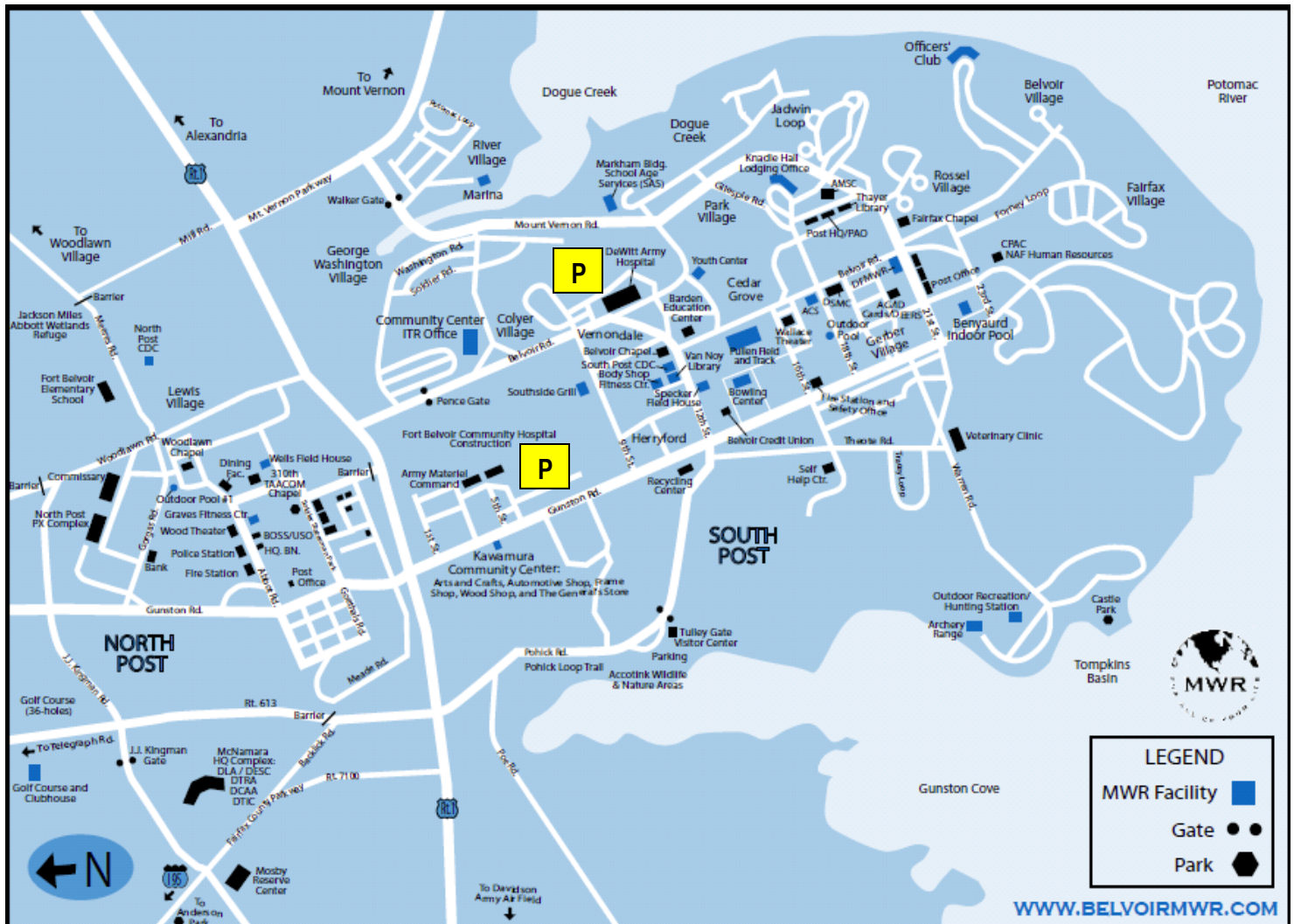
Pay Grade	U.S. Army		U.S. Air Force		U.S. Navy		U.S. Marines	
	Title	Insignia	Title	Insignia	Title	Insignia	Title	Insignia
O-1	Second Lieutenant (2LT)		Second Lieutenant (2d Lt)		Ensign (ENS)		Second Lieutenant (2ndLt)	
O-2	First Lieutenant (1LT)		First Lieutenant (1st Lt)		Lieutenant, Junior Grade (LTJG)		First Lieutenant (1stLt)	
O-3	Captain (CPT)		Captain (Capt)		Lieutenant (LT)		Captain (Capt)	
O-4	Major (MAJ)		Major (Maj)		Lieutenant Commander (LCDR)		Major (Maj)	
O-5	Lieutenant Colonel (LTC)		Lieutenant Colonel (Lt Col)		Commander (CDR)		Lieutenant Colonel (LtCol)	
O-6	Colonel (COL)		Colonel (Col)		Captain (CAPT)		Colonel (Col)	
O-7	Brigadier General (BG)		Brigadier General (Brig Gen)		Rear Admiral, Lower Half (sometimes Commander) (RDML)		Brigadier General (BGen)	
O-8	Major General (MG)		Major General (Maj Gen)		Rear Admiral, Upper Half (RADM)		Major General (MajGen)	
O-9	Lieutenant General (LTG)		Lieutenant General (Lt Gen)		Vice Admiral (VADM)		Lieutenant General (LtGen)	
O-10	General (GEN)		General (Gen)		Admiral (ADM)		General (Gen)	





Transportation

Fort Belvoir Site Map



The yellow "P" boxes represent staff parking for FBCH staff; please see page 26 for further parking information.

*To download this map, please visit <http://www.belvoirmwr.com/Features/Maps>



Fort Belvoir Gate Schedule

GATE	LOCATION	DAYS	TIMES	STATUS	DECALS	PEDESTRIAN
<i>Tulley Gate</i>	Intersection of Route 1 and Pohick Rd	Daily (Holidays included)	24 hours	Open	Not Required	Open to pedestrians.
<i>Telegraph Gate</i>	Intersection of Telegraph Rd and Beulah St	Mon. - Fri.	5:00 a.m. – 9:00 p.m.	Open	Required	Closed to pedestrians.
			9:00 p.m. – 5:00 a.m.	Closed		
		Weekends	24 hours	Closed		
<i>J.J. Kingman Gate</i>	Intersection of Fairfax Country Pkwy (Route 7100) and John J Kingman Rd	Daily (Holidays included)	5:00 a.m. - 9:00 p.m.	Open	Required	Closed to pedestrians.
			9:00 p.m. – 5:00 a.m.	Closed		
<i>Pence Gate</i>	Intersection of Route 1 and Belvoir Rd	Daily (Holidays included)	24 hours	Open	Required	Open to pedestrians.
<i>Walker Gate</i>	Intersection of Mt. Vernon Rd and Mt. Vernon Pkwy	Daily (Holidays included)	5:00 a.m. – 9:00 p.m.	Open	Required	Closed to pedestrians.
			9:00 p.m. – 5:00 a.m.	Closed		
<i>Woodlawn Village</i>	Intersection of Pole Rd and Plantation Dr	Daily (Holidays included)	24 hours	Open	Required	Closed to pedestrians.
<i>Farrar Gate</i>	Intersection of Farrar Rd and Sanjer Rd	Daily (Holidays included)	24 hours	Open	Required	Closed to pedestrians.

Gate Procedure:

- ✓ Visitors who wish to enter Fort Belvoir and do not have a vehicle with a Department of Defense decal must use Tulley Gate.
- ✓ Vehicles with decals, but without a DoD identification card holder on board must use Tulley Gate and enter the installation under existing visitor access policies.
- ✓ At least one occupant of a vehicle with decals must present valid DOD identification in order to access gates other than Tulley Gate

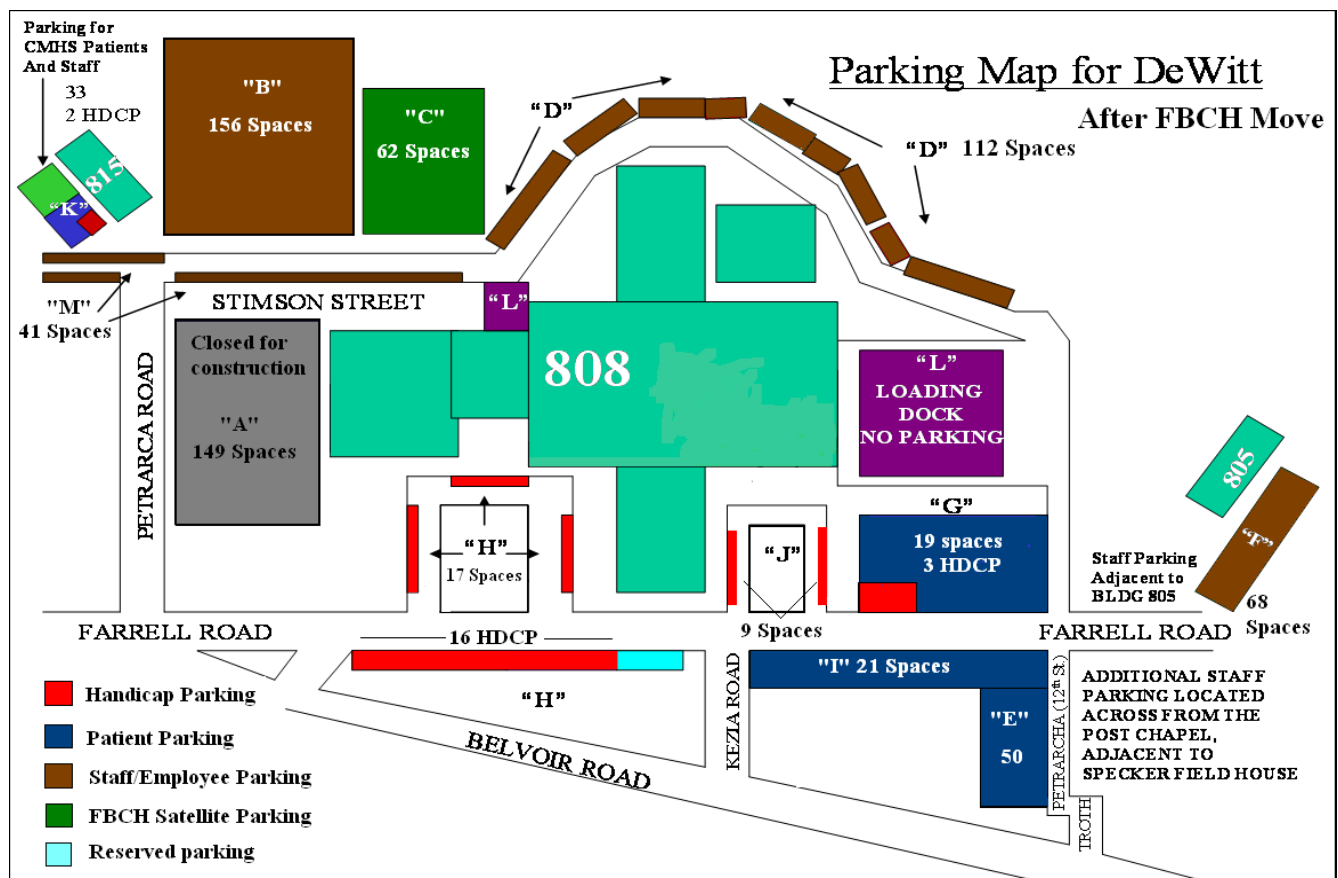
Map: For a map of the gates, please visit: <http://www.belvoirmwr.com/Features/Maps/#gateMap>



Parking Information

Two parking garages (Meadows and River) are located on both sides of the new Fort Belvoir community hospital. Starting on the third floor, FBCH employees may use the parking garages (the first two levels of the parking garages are reserved for patients).

Additionally, satellite parking will be made available for FBCH staff at the Dewitt Army Community Hospital once it's closed. DACH is located at 9501 Farrell Road (see page 24 for a site map). The parking plan for the DACH site is notated below.



Transportation Options

I. Ridesharing

- a. **How to find a Rideshare match:** To find a carpool match try these options:
1. Communicate with fellow staff members, family, or friends to see if a carpool match is possible.
 2. Create a Commuter Connections account to search a database of other commuters looking for a car pool match: <http://www.mwcog.org/commuter2>. Commuter Connections is a regional network of transportation organizations coordinated by the Metropolitan Washington Council of Governments; it can provide you with information on all your commute options, so you can make a smart choice about how you travel to work.
 3. Create a NuRide profile (<http://www.nuride.com/nuride/main/main.jsp>) to find a ride partner and to earn points towards restaurants, tickets, etc.
 - o Requires a corporate or organizational email address to register (includes @mil)
 - o Can be used for non-standard carpool trips
 - o Rewards will accrue
 4. Visit the following websites:
 - o Fairfax County RideSources (<http://www.fairfaxcounty.gov/fcdot>)
 - o Northern Virginia Commuter Resources (<http://www.virginiadot.org/travel/nova-main.asp>)
 - o Virginia Rideshare Agencies (<http://www.virginiadot.org/travel/faq-rideshare.asp>)
 - o Web Site for Slugs (<http://www.slug-lines.com/>)
 - o eRideShare (<http://www.erideshare.com/>)
 5. Start or join a Van Pool (groups of individuals carpool to and from work).
 - o Grace Van Pool Service, 703-986-9669, (www.gracevanpoolservice.org)
 - o K & K Connections, 1-877-743-3525, (www.ridek2k.com)
 - o VPSI, 703-921-0601/804-740-3010, (www.vpsiinc.com)
 - o Rest & Ride Vans, 540-891-6518, (www.restandride.com)

II. Metro

- a. Franconia/Springfield is the closest Metro Station to Fort Belvoir (approximately 8 miles away).
- b. The Fairfax Connector bus will provide transportation from the Franconia/Springfield Metro to Fort Belvoir (drop off at Pence Gate).
- c. Use <http://www.wmata.com> to map your Metro/Bus trip to Fort Belvoir.

III. Bus/Train & Base Shuttle Service & Schedules

- b. Richmond Highway Express(REX); serves three stops in Alexandria and four stops on Fort Belvoir (http://www.fairfaxcounty.gov/connector/pdf/REX_brochure0804.pdf)
- c. Fairfax Connector Bus Service; services Northern VA (<http://www.fairfaxcounty.gov/connector/routes>)
- d. Metrorail, Metrobus (<http://www.wmata.com>)
- e. TAGS Bus Service (<http://www.tagsva.com>)
- f. Virginia Railway Express (<http://www.vre.org>)
- g. VRE Connections (<http://www.vre.org/service/connections.htm>)
- h. Quick's Bus (www.quicksbus.com)

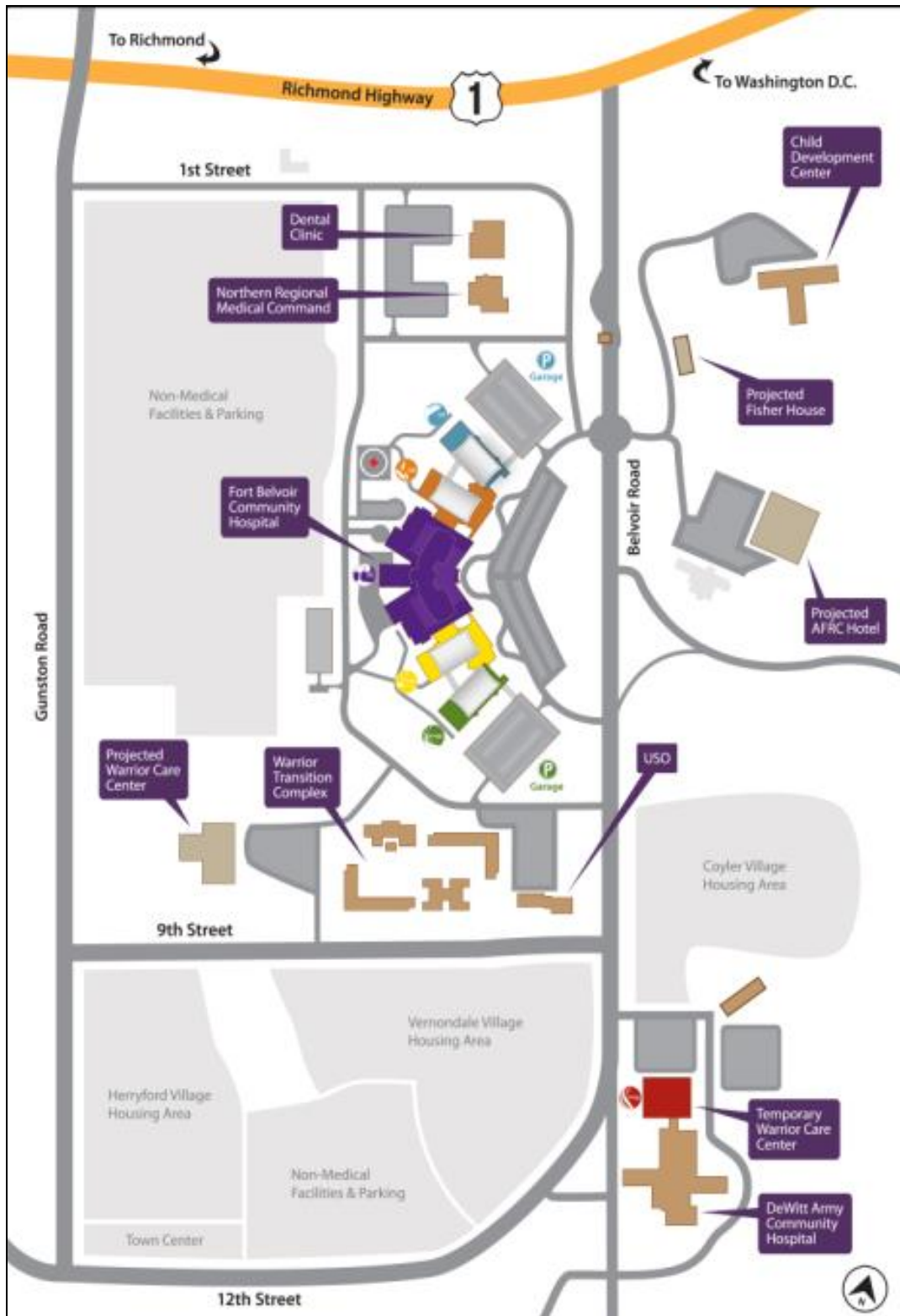
*For further information, please visit <http://www.belvoir.army.mil/rideshare/default.asp>



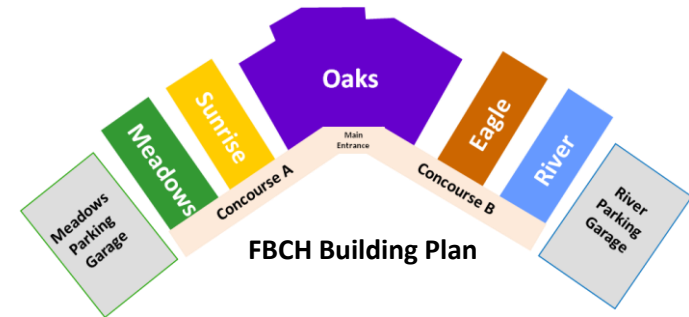


Finding Your Way

Fort Belvoir Site Map of Hospitals



Hospital Directory



Meadows	Sunrise	Oaks	Oaks	Eagle	River
Floor 1 Dermatology Endocrinology Infectious Disease Optometry Rheumatology Vaccine Healthcare Center Floor 2 Ophthalmology Pulmonology Refractive Eye Surgery Center Respiration Therapy Vascular Surgery	Floor 1 Breast Care Center Mammography Radiation Oncology VA Clinic Floor 2 Audiology & Speech Pathology ENT General Surgery <ul style="list-style-type: none"> • Thoracic Surgery • Plastic Surgery • Neurosurgery Urology Floor 3 Clinical Staff Services/Credentials General Administration Medical Management Neurology & DVBIC	Floor 1 Chapel Command Group Concessions Emergency Department Hematology Oncology Laboratory/Blood Draw Main Lobby Medical Library Nutrition Clinic Oral Maxillofacial Surgery Patient Administration Patient Advocacy Pharmacy Red Cross Tricare Service Center Women's Health Clinic Floor 2 Diagnostic Radiology ICU Main Reception Radiology Multidisciplinary Interventional Radiology	Floor 2 Nuclear Medicine Pain Clinic Surgical Services Floor 3 Café Endoscopy Floor 4 Inpatient Behavioral Health Floor 5 Ante Partum Testing Center Labor & Delivery Mother Baby Unit Newborn Nursery Floor 6 Inpatient Pediatrics Inpatient Surgical Floor 7 Inpatient Medical	Floor 1 Allergy & Immunology Family Medicine Floor 2 Anticoagulation Clinic Cardiac Procedural Clinic Cardio-Pulmonary Rehab Clinic Cardiology Outpatient Clinic Gastroenterology Occupational Health Floor 3 Orthopedics & Podiatry Physical Medicine Rehabilitation Sports Medicine Physical Therapy	Floor 1 Internal Medicine Pediatrics General & Sub-Specialty Pediatrics Therapy Pool Floor 2 Adult Outpatient Behavioral Health Orthopedics <ul style="list-style-type: none"> • Chiropractic Service • Occupational Therapy Orthopedics <ul style="list-style-type: none"> • Prosthetic Service Pediatric Outpatient Behavioral Health Family Advocacy Program Substance Abuse



Hospital Building Themes

Meadows

Many fields and open areas on the site have low vegetation and flowers. This building's colors—various shades of green with rose tones—its art and other design features will recognize the flora and fauna of the meadows.

Sunrise

This building was themed to recognize the importance of natural light in a healthcare setting. All the Fort Belvoir Hospital buildings will have an abundance of floor-to-ceiling windows in all public spaces, allowing the sunlight to filter into waiting areas, the galleries connecting the buildings, inpatient rooms, and corridors. Specifically, the color scheme of this building will contain various shades of soft golds, warm beiges, and accents of spice and warm brown. Art and signage will contain images of the rising sun, bringing hope and inspiration.

Oaks

The symbol of the oak tree will be used in the Oak building, the largest of the five buildings, which actually comprises three buildings, including the seven-story patient tower. This symbol was chosen because the facility is being built on a former golf course, and many large oak trees had to be removed. Some trees are being preserved and will be made into benches for the public areas. The oak leaf will be present in carpet patterns in cut-outs in the sheet rubber flooring, and embedded in the resin panels on nurses' stations and waiting room divider walls. The art and displays will not only be of the mighty oak trees, but of many other species of trees found in the surrounding wooded areas.

Eagle

Elements in this building will recognize the hundreds of species of birds, including the bald eagle, which has become the overall symbol for the project through art and educational displays. The color scheme will incorporate rich clay (earthy) colors, spice and shrimp tones, and warm grays and golds.

River

Recognition of the many bodies of water in and around the campus will be included in this scheme. Colors include various shades of teal, earth tones, and neutrals.



Where to Eat on Fort Belvoir

Hospital

The new Fort Belvoir Community Hospital is located on Belvoir Road near Pence Gate. The hospital will host a main dining facility on the third floor; additional dinning choices within the hospital will be published at a later time.



FBCH Main Dining Facility

Open for breakfast, lunch, and dinner
Hours TBD

Hospital 3rd Floor

Main Exchange Mall, North Post

The Main Exchange Mall (located at 6050 Gorgas Road) is located on the north side of Fort Belvoir as part of the "North Post." The Main Exchange Mall is approximately two miles north of the Hospital (please see the FBCH Site Map on page 24) and hosts a variety of eateries; a selection is included below:



Anthony's Pizza
Daily 1100-1900

Building 2303



Burger King
M-Sat 0800-2000
Sun 0900-1900

Building 2303



Robin Hood
M-Sat 1030-1600
Sun Closed

Building 2303



Taco Bell
M-Sat 1000-1900
Sun Closed

Building 2303



Cinnabon
M-Sat 0900-1800
Sun 1100-1800

Building 2303



Charley's Steakery
M-Sat 1030-2000
Sun 1030-1900

Building 2303

*For further information, please visit <http://www.shopmyexchange.com/ExchangeStores/WaysToShop/FoodCourt.htm>



Where to Eat on Fort Belvoir

Class Six Building, North Post

The Class Six Building is located across the street from the Main Exchange Mall at 6095 Gorgas Rd.



Dunkin Donuts
M-Sat 0700-2100
Sun 0900-1800

Building 2304



Church's Chicken
M-Sat 1000-2100
Sun 1200-1700
Drive-thru M-Sat 1000-2100

Building 2304

Town Center, South Post

The Town Center is located about one mile from the Hospital and offers a variety of eateries.



Dunkin Donuts
M-F 0530-1800
Sat 0630-1600
Sun 0630-1500

Building 1196



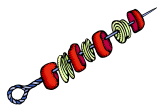
Starbucks
M-F 0600-1900
Sat/Sun 0800-1900

5986 12th Street



Subway
M-F 0700-2000
Sat/Sun 1000-2100

6018 12th Street



Kwiky Kebab
M-F 1000-1800
Sat/Sun 1100-1600

Building 1189

Ft Belvoir Golf Club

The Fort Belvoir Golf Club, located at 8450 Beulah St, offers a \$10.00 daily lunch buffet from 1100-1330.



Dining Room
1100 – 1900, Daily
Lunch Buffet 1100 – 1330, M-F

Building 2920

*For further information, please visit <http://www.belvoir.army.mil/eateries.asp>



Main Exchange Mall

The Main Exchange Mall (North Post) is located at 6050 Gorgas Road and features an expanded selection of shoes and clothing, electronics, house wares, jewelry, cosmetics, books and magazines, etc. Below is a selection of their services:



Belvoir Federal Credit Union
ATM 24 Hours

Building 2303



The Barber Shop
M-Sat 0900-1900
Sun 1000-1600

Building 2303
703-799-4975



The Beauty Shop
M-Sat 0900-1800
Sun 1000-1600

Building 2303
703-780-6600



Superior Cleaners
M-F 0800-1900
Sat 0900-1800
Sun 1000-1400

Building 2303
703-781-0119



Sunshine Florist
M-F 0900-1800
Sat 0900-1700
Sun 1200-1600

Building 2303
703-360-0537



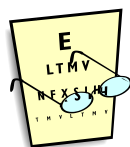
GNC
M-F 0900-1800
Sat 0900-1700
Sun 1100-1600

Building 2303
703-781-0500



Telecommunications
M-F 0900-2000
Sat 0800-2000
Sun 1000-1900

Building 2303



Optometry Clinic
M-F 0900-1800
Sat 0900-1600
Sun Closed

Building 2303
703-781-3695



Optical Shop
M-F 0900-1800
Sat 0900-1700
Sun 1100-1600

Building 2303
703-781-7047

*For further information, please visit <http://www.shopmyexchange.com>



Fitness Facilities

The Body Shop

- ✓ Located in Bldg. 1023, 2116 12th Street, (703) 806-3100
- ✓ Offers aerobics equipment, free weights, and bicycles
- ✓ Hours are Monday through Friday, 5:30 a.m. to 8:30 p.m., Saturday and Sunday, 9:00 a.m. to 5:00 p.m.
- ✓ Holiday hours are 9:00 a.m. to 3:00 p.m.

Graves Fitness Center

- ✓ Located on North Post, 2116 Abbott Road, (703) 806-5368
- ✓ Offers aerobic and weight equipment, physical training classes, aerobics classes, and facilities for basketball and racquetball
- ✓ Full locker room facilities with showers, steam rooms, and saunas
- ✓ Hours are Monday through Friday, 5:30 a.m. to 9:00 p.m., weekends and holidays, 9:00 a.m. to 5:00 p.m.

Specker Field House

- ✓ Located at 1182 12th Street, (703) 806-3100
- ✓ Three full-sized basketball courts, and locker and shower rooms
- ✓ Hours are Monday through Friday, 6:00 a.m. to 2:00 p.m., closed weekends and holidays

Additional information is available at <http://www.belvoirmwr.com/Facilities/SportsFitness>.



Child and Youth Services

Fort Belvoir Child and Youth Services (CYSS) programs provide child care, and recreation and developmental activities for active-duty military and Department of the Army civilian employee family members, ages 4 weeks to 18 years.

- ✓ **Eligibility:** Active duty military personnel, DoD civilian personnel, reservists on active duty for 72 hours or more, and DoD contractors working on Fort Belvoir are eligible to use CYSS programs.
- ✓ **Registration Information:** The Parent Central Services office is the central registration/resource and referral office which offers a one-stop registration process for all CYSS programs, including full- and part-day child care, before and after school care, youth clubs and recreation programs, and sports.
 - The Parent Central Services office is located at Markham School Age Services, Bldg. 950.
 - CYSS administration offices operating hours are Mon-Fri, 6:30 a.m. to 5:00 p.m.
 - For additional information on CYSS programs, call (703) 806-0791 or visit www.belvoirmwr.com/Facilities/cys
 - Registration forms are available at: <http://www.belvoirmwr.com/Facilities/CYS/ParentCentralServices.php#formsNDown>
- ✓ **Waiting List:** Fort Belvoir CYSS has a waiting list for child care services. **Transitioning employees may register now to be placed on the waiting list.** No fee is required to register for the waitlist
- ✓ **Child Development Centers:** There are two child development centers operated by CYSS.
 - The North Post Center is in Bldg. 1745, across the street from Fort Belvoir Elementary School. The center provides full-day care, hours are Monday through Friday, 6 a.m. to 6 p.m. (703) 806-6540, <http://www.belvoirmwr.com/Facilities/CYS/NorthPostCDC.php>. The South Post Center is in Bldg. 1028, next to the Religious Education Center.
 - The South Post Center offers full-day and hourly care programs. Center hours are Monday through Friday, 6 a.m. to 6 p.m. (703) 806-4347, <http://www.belvoirmwr.com/Facilities/CYS/SouthPostCDC.php>
- ✓ **Fees:** Childcare fees are based on total family income
 - Income is verified from recent Leave and Earnings Statement (LES) or pay check stub
 - Parents not providing this documentation will be automatically charged the highest rate
- ✓ **School Information (transportation is provided to all three schools from Fort Belvoir):**

Grades K-6	Grades 7-8	Grades 9-12
Fort Belvoir Elementary School. For more information, contact (703) 781-2700 or go to: http://www.fcps.edu/FtBelvoirES	Walt Whitman Middle School (Fairfax County), just a few miles off post. For more information, contact (703) 660-2400 or go to: www.fcps.edu/WhitmanMS	Mount Vernon High School (Fairfax County) For more information, contact (703) 619-3100 or go to: www.fcps.edu/MtVernonHS

- ✓ **School Registration:** Parents must contact the individual school for a registration appointment. Fort Belvoir has a School Liaison Program to assist families with school information and support. Call (703) 805-9119 or visit <http://www.belvoirmwr.com/Facilities/CYS/SLO.php> for more information.



Appendix



Appendix A: PSI Initiation Form

	PRINT LEGIBLY ON THIS SIDE
SSN	
LAST NAME-	
PLEASE INDICATE IN THE ABOVE NAME (MR or MS)	
FIRST NAME-	
MIDDLE NAME (SPELL OUT OR/NMN FOR NO MIDDLE NAME)	
DOB	
YOUR POSITION/TITLE	
(PLEASE INCLUDE Your STATUS: MILITARY/CIVILIAN/CONTRACTOR)	
CIVILIAN CPOC REP NAME	
PLACE OF BIRTH (CITY/STATE)	
COUNTRY OF BIRTH	
YOUR EMAIL ADDRESS	
ALT EMAIL ADDRESS	
YOUR TELEPHONE # (CELL/DAYTIME NUMBER)	
SUPERVISOR'S NAME	
PLEASE INDICATE IN THE ABOVE NAME (MR or MS)	
SUPERVISOR'S PHONE	



	PRINT LEGIBLY ON THIS SIDE
SUPERVISOR'S EMAIL	
CONTRACTOR'S NAME AND POC CONTACT NUMBER	
	DO NOT WRITE BELOW THIS LINE
	CITIZENSHIP VERIFIED BY SECURITY MANAGER
	VERIFICATION #
	FINGERPRINTS MAILED:



Appendix B: Parking Decal Request Form

**Fort Belvoir
Community
Hospital**
**Fort Belvoir Community Hospital Parking Decal
Request Form**
Staff Member Information

Name is for the employee utilizing FBCH parking. Not the registered owner of the vehicle if it is different.
If multiple FBCH employees travel in same vehicle, list primary driver.

Last Name	First Name	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
FBCH assigned Department	Work Phone	
<input type="text"/>	<input type="text"/>	

Staff Member Vehicle Information

List each vehicle you may utilize for parking (Use additional forms if necessary). Decal number block will be completed by Security Representative assigning your decal.

Vehicle 1

Make	Model	Color
<input type="text"/>	<input type="text"/>	<input type="text"/>
Plate Number	State	Year of Vehicle
<input type="text"/>	<input type="text"/>	<input type="text"/>
Assigned Decal Number		
<input type="text"/>		

Vehicle 2

Make	Model	Color
<input type="text"/>	<input type="text"/>	<input type="text"/>
Plate Number	State	Year of Vehicle
<input type="text"/>	<input type="text"/>	<input type="text"/>
Assigned Decal Number		
<input type="text"/>		

By signing this document, employee affirms that all vehicles listed are to be used by FBCH employee only and comply with FBCH Parking Policy. Employee will not park in Patient Parking areas. Letter will not be processed without signature.

Employee Signature _____

Security Representative Initials _____

